

**State Universities Civil Service System
Human Resource Directors Advisory Committee
Agenda**

May 1, 2009

- I. Welcome and Introductions
- II. Discussion and Review of Proposed Procedure Revisions
 - Classification Procedures Manual, Section 1- Classification/Examination Development
- III. Update on Proposed Rule Revisions
 - Section 250.70(d) and (e) Trainee/Learner Appointments
 - Section 250.110(b) Leave of Absence
 - Section 250.110(e) Discharge
 - Section 250.60 Eligible Registers
- IV. Pilot Program
 - Review and Discussion
- V. Brainstorming on development of New Topics for Discussion
- VI. Discussion on HRDAC – Merit Board Communication
- VII. Update on System Office Activities
 - Budget Update
 - Class Plan Activities
 - Police Officer Specs/Exam
 - Audit Schedule
- VIII. Next Meeting – scheduled for July 31

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099*



Marc Strauss
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives, Human Resources Directors,
Classification Personnel and Examination Personnel

FROM: Jeff Brownfield
Assistant Director, Operations Division

SUBJECT: Notice of Specification/Examination Revision

DATE:

Consistent with our obligation and responsibility to properly administer the classification plan for the State Universities Civil Service System, the University System Office is proposing a revision to the following classification(s):

Listing of Classification(s)

This notification is intended to inform you of the following revisions to the designated classification specifications and/or examination:

Statement of Proposed Revisions

Information relevant to this proposed revision is attached for your review and comments. This information can also be viewed on our website, www.sucss.state.il.us, under the Classification Status Notice section.

This proposal will be formally reviewed at a meeting to be conducted on DATE. You are invited to attend the meeting at the System Office or by teleconference. Conference call information will be sent prior to the meeting date along with other confidential specification/examination information. For onsite participation, other confidential information will be distributed upon arrival at the University System Office.

Please share this information with appropriate parties as necessary. Please contact NAME at 217.278.3150, ext. NUMBER or by email at ADDRESS by DATE if your university/agency plans to participate in the Class Specification and Examination Review Meeting/Conference Call.

Please be prepared to indicate the method of participation and provide a detailed list of attendees.

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Urbana, Illinois 61802-6099*



Marc Strauss
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives, Human Resources Directors,
Classification Personnel and Testing Personnel

FROM: **NAME**
Operations Division

RE: Final Status Notice

DATE:

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Classification(s)

The following revisions shall become effective as indicated below:

Statement or table listing changes, effective dates, and other relevant information

Please contact **NAME** at the University System Office by calling 217.278.3150, ext. **NUMBER**, or email at **ADDRESS** if you need additional information.

REQUEST TO REVISE CLASSIFICATION SPECIFICATION/EXAMINATION

I. Authority Submitting Request:

(Name of authority submitting request – DER, Advisory Committee, employee group representative, etc.)

(Institution or Representative Group)

(Date)

II. Action Requested (Check one or more of the following):

- ☐ Delete classification
- ☐ Add new classification or classification series
- ☐ Revise classification examination
- ☐ Revise classification specification
- ☐ Revise promotional line
- ☐ Other (specify)

If applicable, list the classifications to be affected by proposed revision:

III. Explanation of Need for Proposed Action

IV. Supplemental Information

A. Positions potentially affected by requested action:

Number of Positions

Classification

_____	_____
_____	_____
_____	_____

B. Human Resource Department staff contacted:

1. _____
(individual)

(position)

(institution or agency)

2. _____
(individual)

(position)

(institution or agency)

B-C. Departmental officials contacted regarding the proposal:

1. _____
(individual)

(position)

(department)

2. _____
(individual)

(position)

(department)

3. _____
(individual)

(position)

(department)

4. _____
(individual)

(position)

(department)

~~C.~~ D. Union Representatives contacted regarding the proposal:

1. _____
(individual)

(position)

(bargaining unit)

2. _____
(individual)

(position)

(bargaining unit)

~~E.~~ D. Other State Universities Civil Service System employers contacted regarding the proposal:

1. _____
(individual)

(position)

(employer)

2. _____
(individual)

(position)

(employer)

~~F.~~ E. Outside institutions or agencies contacted regarding the proposal:

1. _____
(individual)

(position)

(institution or agency)

2. _____
(individual)

(position)

(institution or agency)

~~G.~~ F. Additional Information and Supporting Documentation

(Please provide detailed information regarding the proposed action, which may include specific information on any component of the classification specification or examination such as title, work description/function/duties, minimum acceptable qualifications, credential requirements, probationary period, or any specific test component)

Insert letterhead

**INSTRUCTIONS FOR COMPLETION OF FORM 1.2a -
REQUEST TO REVISE CLASSIFICATION SPECIFICATIONS/EXAMINATIONS**

The following instructions are intended to assist in the preparation and submission of requests to revise classification specifications and/or examinations.

General Instructions:

1. Complete all parts of the form. If some aspects are not applicable to your request, write "N/A" in that section.
2. Answer all pertinent questions and give special attention to providing a full explanation of the request and the specific details of the action to be taken.

Specific Instructions:

Section I - Authority Submitting Request

The signature of the DER, member(s) of the State Universities Civil Service Advisory Committee, other designated advisory groups or union representatives, shall be submitted with the proposal to the University System Office.

Section II - Actions Requested

Please check one or more of the appropriate actions to be taken, and list the classifications affected if applicable.

Section III - Explanation of Need for Proposed Action

Provide a comprehensive explanation and justification for proposed action, such as when new technology is available that greatly impacts the performance of duties for a classification or when a new certification has been issued for applicants to qualify for a classification.

Section IV- Supplemental Information

A. Please provide information on the number of positions potentially affected by this change and the current classification designation of those positions.

B. List human resource department staff who were consulted in preparation of this request.

~~B-C.~~ List departmental and union representatives who were consulted in preparation of this request.

~~C-D.~~ List union representatives who were consulted in preparation of this request.

~~D-E.~~ List other institutions or agencies in the State Universities Civil Service System who were contacted in preparation of this request.

~~E-F.~~ List outside institutions, agencies, or persons (such as Illinois Department of Professional Regulation, Illinois Department of Public Health, accrediting agencies, or industries) who were consulted in preparation of request.

~~F-G.~~ Most importantly, please detail every specific component of the action to be taken. Attach articles from occupational journals and other publications that may help to explain the request more fully.

DRAFT

State Universities Civil Service System
Minimally Used Classifications

<u>Classification Title</u>	<u>Employer/Num. of Incumbents</u>	<u>Total Number of Employees in Class</u>		<u>Employers with Established Pay Rate/Range</u>
AGRICULTURAL GARDENER	UIUC(3), UI-DS(1)	4		UIUC, UIC, UI-DS, UIC-DRUG & HORT
AGRICULTURAL GARDENER FOREMAN	UIUC(1), UI-RV/STC(1), UIC(1)	3		UIUC, UI-RV, UIC, UI-DS, UI-DOA, COA
AGRONOMIST	UIUC(2)	2		UIUC, SIUC
ARCHITECTURAL MECHANICAL ENGINEER	UIC(1)	1		UIC, SIUC
CATERING ADVISOR	No Incumbents Listed (Fall 2008 Salary Survey)	0		UIUC
CATERING SUPERVISOR	NIU(2), NIU-NC(1), NIU-HE(1), SIUE(2), EIU(2),	9		UIS, EIU, NIU, SIUE, ISU, NIU-RC
CIVIL ENGINEER I	No Incumbents Listed (Fall 2008 Salary Survey)	0		UIUC
CIVIL ENGINEER II	No Incumbents Listed (Fall 2008 Salary Survey)	0		UIUC, SIUC
CIVIL ENGINEER III	WIU(1)	1		UIUC, UIC, WIU
COMPOSING ROOM FOREMAN	No Incumbents Listed (Fall 2008 Salary Survey)	0		SIUC
COMPOSITOR	No Incumbents Listed (Fall 2008 Salary Survey)	0		UIC, UIUC, SIUC
CROPS TESTING TECHNICIAN/SPECIALIST	UIUC(2)	2		UIUC, SIUC, UI-DS
DAIRY AND FOOD PLANT ATTENDANT	UIUC(1)	1		UIUC
ELECTRICAL ENGINEER I	SIUC(2)	2		UIUC, UIC, SIUC

State Universities Civil Service System
Minimally Used Classifications

ELECTRICAL ENGINEER II	WIU(1)	1		SIUC, UIC, UIUC, WIU
ELECTRICAL ENGINEER III	SIUC(2),UIC(1)	3		SIUC, UIC, UIUC, WIU
ESTIMATOR	SIUC(2), UIC(1)	3		SIUC, UIC, UIUC
FARM MECHANIC	SIUC(1),UI-DS(1)	2		SIUC, UI-DS
FIXED PROSTHODONTIC TECHNICIAN I	No Incumbents Listed (Fall 2008 Salary Survey)	0		SIUE, UIC
FIXED PROSTHODONTIC TECHNICIAN II	No Incumbents Listed (Fall 2008 Salary Survey)	0		SIUE
FIXED PROSTHODONTIC TECHNICIAN III	UIUC(2)	2		UIC, SIUE, UI-CH
GRILL COOK	NIU(1),SIUC(7)	8		NIU, SIUC
GUEST ROOM SUPERVISOR	NIU(1)	1		NIU, UIUC, WIU
HEAD OF MEDIA TECHNICAL SERVICES	NIU(1)	1		SIUC, NIU
HORTICULTURIST	ISU(1), UIS(1), UIUC(1), UIC(1), SIUC(1)	5		UIS, UIC, SIUC, ISU, UIUC, SIUE
LABORATORY OPERATING ENGINEER	UICH(1)	1		UI-CH, UIC, UIC-DRUG & HORT
LANDSCAPE GARDENER	No Incumbents Listed (Fall 2008 Salary Survey)	0		ISU, SIUC, UIUC, WIU
LEAD PLANT STATIONARY ENGINEER	NIU(4),WIU(2),UIS(1)	7		WIU, NIU, UIS, SIUC, EIU
MACHINIST WELDER	NOT ON SURVEY FOR F08	0		ISU
MESSENGER	UICH(1),EIU(1),	2		UIC, SIUC, EIU, UICH

State Universities Civil Service System
Minimally Used Classifications

METEOROLOGICAL AIDE I	No Incumbents Listed (Fall 2008 Salary Survey)	0		UIUC, SIUC
METEOROLOGICAL AIDE II	SIUC(1)	1		UIUC, SIUC
MUSEUM EDUCATION COORDINATOR	No Incumbents Listed (Fall 2008 Salary Survey)	0		SIUC, ISU
MUSEUM EDUCATOR	No Incumbents Listed (Fall 2008 Salary Survey)	0		NO RANGES
MUSEUM INSTRUCTOR	No Incumbents Listed (Fall 2008 Salary Survey)	0		NO RANGES
MUSICIAN	NEIU(1)	1		NEIU
PARK ATTENDANT	UI-AP(3)	3		SIUC, UI-AP
PARK FOREMAN	UI-AP(1)	1		UI-AP
PARK SUB-FOREMAN	SIUC(1)	1		SIUC, UI-AP
PLASTERER	UIC(1), UIUC(1)	2		UIC, UIUC
REMOVABLE PROSTHODONTIC TECHNICIAN I	No Incumbents Listed (Fall 2008 Salary Survey)	0		SIUE
REMOVABLE PROSTHODONTIC TECHNICIAN II	No Incumbents Listed (Fall 2008 Salary Survey)	0		UICH, UIC, SIUE
REMOVABLE PROSTHODONTIC TECHNICIAN III	UICH(1)	1		UICH, UIC, SIUE
SCIENTIFIC ANALYST	SIUSOM(1)	1		SIU-SOM, UIUC
SENIOR MACHINIST WELDER	ISU(1)	1		ISU
SEWAGE TREATMENT PLANT OPERATOR	SIUE(1)	1		SIUE

State Universities Civil Service System
Minimally Used Classifications

STUDIO SUPERVISOR	CSU(2)	2		SIUC, CSU
SUPERVISOR OF CLINICAL PATHOLOGY LABORATORY	UICH(1)	1		UIUC, UIC, UICH
SUPERVISOR OF RESIDENTIAL CUSTODIAL OPERATIONS	SIUC(1), SIUE(1)	2		UIC, SIUC, SIUE
TEACHING CONSULTANT	ISU(1), CSU(2)	3		SIUC, NIU, UIC, CSU, ISU, UICH
TECHNICAL EDITOR	EIU(1), UIUC(2), SIUC(1), ISU(1)	5		EIU,SIUC, UIC, UIUC, SURS, ISU
TICKET CONTROL SUPERVISOR	No Incumbents Listed (Fall 2008 Salary Survey)	0		NO RANGES
TICKET SALES ASSISTANT	No Incumbents Listed (Fall 2008 Salary Survey)	0		UIUC, UIS, ISU
TICKET SALES SPECIALIST	GSU(2), ISU(1), UIUC(1)	4		UIS,GSU,NIU,SIUC, ISU, UIUC
TICKET SALES SUPERVISOR	UIUC(1),SIUC(1)	2		UIS, UIUC, ISU, SIUC

Section 1 – Classification Specification and Examination Maintenance

1.1 OVERVIEW

The University System Office has been delegated the authority and direct responsibility to manage all aspects of the classification plan, including the maintenance of written specifications and examination materials for each class title in the classification plan. Accordingly, the University System Office shall routinely make revisions and changes to the classification plan based on standard classification plan management principles and objectives. Other University System employers and/or constituency groups can formally submit proposals for classification plan revisions to the Executive Director in accordance with procedural standards.

Each classification shall have written Specifications that typically include:

- a. the class title;
- b. the class code;
- c. a general statement of position function;
- d. a listing of characteristic duties and responsibilities;
- e. a listing of minimum acceptable qualifications, including any special licenses or certificates required by state or federal laws, and;
- f. a listing of additional desirable qualifications.

Each classification shall have a corresponding examination, with a designated probationary period considered as the final examination component. Examinations consist of one or more of the following components:

- a. performance/aptitude questions
- b. essay/written questions
- c. review/rating of credentials (education/experience and license/certificates)
- d. skills measurement, such as a keyboarding test
- e. physical ability assessment
- f. conscientiousness assessment
- g. personality characteristic assessment
- h. oral interview and presentation

This manual is intended to provide information on the administration and development of classification specifications and examinations, including the process for submission of proposed revisions by employers and/or constituency groups, the overall classification plan management process, and related communication protocols. All classification specification/examination revisions and proposals for revisions are reviewed by the Executive Director, and subject to Merit Board review.

Section 1 – Classification Specification and Examination Maintenance

1.2 SUBMISSION OF PROPOSED REVISIONS

A University System employer, designated advisory group, an employee in conjunction with the State Universities Civil Service Advisory Committee, or employee representative groups may submit a proposal to revise the classification plan.

Proposals to revise the classification plan shall be formally drafted utilizing Form 1.2a – Request to Revise Classification Plan and must be submitted to the University System Office for review. Detailed instructions for the completion and submission of Form 1.2 are attached to the form.

Proposals that affect, or may affect, employees who are members of a collective bargaining unit with whom the employer conducts negotiations *shall contain certification by the Designated Employer Representative (DER) that appropriate union officials have been officially informed of the proposal at the time of submission to the University System Office.*

The Merit Board has delegated to the University System Office, and its Executive Director, the responsibility and authority to administer the classification plan, which includes a standard review and assessment process. These standard administrative reviews and assessments are conducted with assistance from each employer in conjunction with designated human resource officials, department administrators (other subject matter experts), various advisory groups, and various employee representatives and may result in periodic classification plan modifications. These routine University System Office modifications are not subject to this formal change request process.

The University System Office will provide proper notification of proposed classification plan revisions and any final action taken regarding such proposals. Example 1.2b – Notice of Proposed Classification Plan Revision and Example 1.2c – Final Status Notice of Classification Plan Revision provide a sample of the basic classification plan revision notices.

Classification plan activities, including class reviews, proposals, and various formal notifications can be accessed and tracked at the State Universities Civil Service System website, <http://www.sucss.state.il.us/>.

Section 1 – Classification Specification and Examination Maintenance

1.3 CLASSIFICATION SPECIFICATION AND EXAMINATION DEVELOPMENT PROCESS

General Outline

- I. Review of current and other related class specifications/examinations and other resources
 - A. University System Office review
 - B. External occupational research
 - C. Subject matter expert review
 - D. Examination analysis
 - E. Test item analysis
- II. Job Analysis
 - A. New Classifications
 - B. Current/Existing Classifications
 - C. Electronic presentation (E-Test)
 - D. Special-case job analysis procedures
- III. Evaluation of Job Analysis
 - A. Identify work tasks/duties, skills required, establish importance and frequency, set minimum qualifications
 - B. Additional occupational research
- IV. Class Specification and Examination Preparation
 - A. Create Class Specification
 - B. Create Examination Instrument Using Skill Set Matches
- V. Class Specification and Examination Review Meeting
 - A. Meeting scheduled
 - B. Review draft class specification changes
 - C. Review draft examination materials
 - D. Modify and set effective date
- VI. Examination Pre-Testing
 - A. Pre-testing of examination components
 - B. Statistical analysis of pre-test results
 - C. Collection of additional information from incumbent/subject matter experts
 - D. Item seeding
 - E. Security and distribution of pre-test results
- VII. Validity
 - A. Content validity established by incumbent pre-test examination scores/passing rate.
 - B. Criterion validity established by successful completion of the probationary period.

Section 1 – Classification Specification and Examination Maintenance

- C. Additional validity measures may be established by correlating test scores with objective or subjective indicators of job performance.
- D. Small samples and meaningful index reviewed.

Summary of Classification/Examination Development Process

The Executive Director or designee within the University System Office will evaluate formally submitted proposals to assess the credibility of the criteria cited as justification on the submitted request. Formally submitted proposals may be returned for additional information or rejected.

There are many reasons to justify a proposed change to the classification plan, including but not limited to, the following:

- o routine occupational changes
- o adverse impact issues
- o business or operational changes
- o reaction to previous proposals
- o specific changes or evolution of job classification duties
- o technology changes related to overall position function
- o discontinuation of specified job activities

Accordingly, University System Office staff may utilize the following analytical steps, as necessary, in their review of all proposed classification plan modifications, regardless of origination source (initiated by an employer, an employee through the State Universities Civil Service Advisory Committee, other designated advisory groups, union representatives, or the University System Office).

- I. **Review of current and other related classification specifications/examinations and other resources**
 - A. The System Office will review current class specification/examination, considering the date of the last review and the format of the specification/examination.
 - B. The System Office will research external resources related to similar job classifications and appropriate occupational areas to review the latest occupational trends and specific job or job group content.
 - C. Various subject matter experts will be enlisted to provide direct occupational background information and begin analysis of examination instrument.
 - D. The examination instrument review will include the following:
 - 1. A review of the skill set link and question pools used in the current examination.

Section 1 – Classification Specification and Examination Maintenance

2. Update/addition of questions to incorporate new occupational trends/technology.
 3. Verification of accuracy of answers.
 4. Identification of problem questions or questions that are likely to be challenged.
- E. Each test item will be analyzed using classical reliability theory and, where appropriate, item response theory (IRT). Classical reliability statistics become mostly stable with samples of 50-60. IRT-based analyses are only appropriate when the number of test-takers is much greater, with minimum samples of about 200 test-takers. IRT postulates a function (item response function, or IRF) relating the probability of a correct response for an item to an underlying level of ability, thus making considerably stronger assumptions about the data, necessitating more power to estimate the model. Therefore, the following statistics are most reliable with samples greater than 30. With smaller samples, subjective item difficulty ratings will be collected at pre-testing (see *Section 1.3 VI C 2*).
1. Classical reliability statistics
 - a. Mean: Proportion of test-takers who correctly answer the item. This is an indicator of item difficulty.
 - b. Corrected Item-Total Correlation (CITC): The correlation between the item responses and the total test score (minus the studied item). This is an indicator of how well the item measures the characteristic assessed by the test.
 - c. Cronbach's Alpha: This is a measure of internal consistency reliability. In general, high values are desirable (in general, .80 minimum, .90 preferred). This means that the items on the test "hang together" well, or have high item inter-correlations. Alpha is a lower bound for the true reliability of the test under reasonable assumptions.
 - d. In cases where Cronbach's alpha is not the most appropriate index of reliability, other reliability evidence may be used (i.e., test-retest, alternate forms, etc.; cf. Traub, 1994).
 2. Item response theory statistics
 - a. a-parameter: Item discrimination: This indicates how well the item discriminates between test takers of differing levels of ability. Related to the CITC.
 - b. b-parameter: Item difficulty: Higher b's are more difficult items, meaning that test-takers have to have a higher level of ability to have a high probability of answering correctly. Related to the item mean.
 - c. c-parameter: Pseudo-guessing parameter. This is the lower asymptote of the IRF, indicating the probability that a test-taker with extremely low ability will answer the item correctly.

Section 1 – Classification Specification and Examination Maintenance

- d. Information: Information is the IRT analogue of reliability. It is a function of the item parameters and ability. It is additive, such that the information function for a test is equal to the sum of the information functions for the individual items. For a large enough number of items, test information is approximately the reciprocal of the standard error of the ability-estimate. Therefore, conditional standard errors of measurement can be calculated at all levels of ability, allowing the precision of measurement to be differentially assessed across the ability continuum. Additionally, information can be used to build tests, by incorporating items so that the sum of their information functions closely matches a target information function.
3. Items with undesirable statistical properties will be eliminated or revised. Undesirable properties are generally defined to be item means above .90 or below .10 and CITC below .20. These rules-of-thumb may be modified in specific cases.

II. **Job Analysis**

A. New Classifications

1. When proposing to add a new classification, the System Office will review the proposed classification specifications, and any related position descriptions. This information will be compared to other similar occupational jobs in the current classification system. Additional occupational research will be conducted using appropriate resources such as the Occupational Information Network (O*NET).
2. Based on this research, the System Office will develop and administer an appropriate job analysis survey as applicable, such as the Computerized Job Analysis Survey Instrument (C-JASI), to subject matter experts in order to determine the most appropriate duties and functions to be contained in the new classification, along with the knowledge, skills and abilities (KSAs), necessary to successfully perform those duties and functions. This will assist in clarifying the new position specifications and identify the necessary skill set elements for the examination.
3. Job analysis surveys, or C-JASI, will be administered through a secure website and the results will be stored on a secure server. All information collected will be securely stored and maintained.

B. Current/Existing Classifications

1. When updating or revising existing classification, the System office will begin with a review of current position descriptions and the proposed new classification specifications. This information will be compared to other similar occupational jobs in the current classification system.

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Additional occupational research will be conducted using appropriate resources such as the Occupational Information Network (O*NET).

2. Based on this research, the System office may develop and administer C-JASI to current incumbents, supervisors, and departmental administrators to evaluate the congruence of the proposed specification and the work actually being performed. Other analytical procedures, such as a the collection and review of job descriptions, may also be utilized. This information will be used to establish the relationship between the current position duties and responsibilities under review and the proposed specification, along with the KSAs required to perform those duties.
 3. C-JASI will be administered through a secure website and the results will be stored on a secure server. All information collected and statistical analysis will be securely stored and maintained.
- C. Limited job analysis techniques will typically be conducted when paper-based exams are simply being converted to an electronic delivery format (E-Test). This process may include the simple steps of confirming with supervisors and administrators that duties for the classification have remained intact and unchanged.
- D. In special cases, other job analysis techniques may be used, such as onsite focus group interviews with job incumbents and/or supervisors, direct observation of incumbents performing work tasks, critical incidents studies, among other techniques (cf. Gatewood & Feild, 2001). Copies of all materials and information collected will be securely stored and retained.

III. Evaluation of Job Analysis

- A. C-JASI will be used to identify work tasks and duties currently performed by employees in the designated classification, as well as the importance and frequency of these tasks. For classifications where a knowledge test may be used, participants will also indicate what skills are necessary to perform each task.
1. Statistics reported are demographic information for the surveyed groups, mean importance/frequency ratings for tasks in the overall sample and by group, and mean importance rating for KSAs in the overall sample and by groups, where applicable. Percent endorsements for specific educational and work experience are also reported.
 2. The results will provide an empirical linkage between duties performed on the job and examination items. Linkage is established by tying specific job tasks/duties to specific KSAs. Items may then be written to assess the KSAs needed to perform the job.

Section 1 – Classification Specification and Examination Maintenance

3. In some cases, items will be written to assess performance directly for specific duties for the classification, rather than KSAs needed to perform those duties.
 4. Information regarding minimum qualifications will also be obtained to update the class specification, as well as guide the development of credential assessments, when applicable. These minimum qualifications are based on subject matter expert endorsement of specific educational and work experience backgrounds needed for the job and/or specific credentials needed to perform the job.
- B. Additional research, via the Internet or other information sources, may be conducted.

IV. Class Specification and Examination Preparation

- A. Class Specification
1. Based on results of the review of job descriptions and/or C-JASI data, and/or in conjunction with the acceptance of the Request to Develop or Revise Class Specifications/Examinations, a draft class specification will be prepared, outlining the general function, specific duties/responsibilities and minimum acceptable qualifications.
 2. The proposed class specification will be distributed to employers for their review and comments, prior to the Class Specification and Examination Review Meeting.
- B. Examination
1. To ensure validity, a draft examination will be prepared, based on the statistical analysis of the position descriptions and/or C-JASI. This will include a review/analysis of work tasks and duties currently performed by employees in the designated classification, the importance and frequency of these tasks, and the KSAs required to perform those tasks. Examination instruments may include one or more of the following components:
 - a. performance/aptitude questions
 - b. essay/written questions
 - c. review/rating of credentials (education/experience and license/certificates)
 - d. skills measurement, such as a keyboarding test
 - e. physical ability assessment
 - f. conscientiousness assessment
 - g. personality characteristic assessment
 - h. oral interview and presentation

Section 1 – Classification Specification and Examination Maintenance

2. In certain test environments, new test items may be “seeded”. Seeded items are those items that are pre-tested in live test forms. Seeded items are not scored and do not count towards or against the final test score. Test-takers are blind to which items are seeded and which are live. Seeded items are properly analyzed prior to their active use in any test environment.
3. In certain test environments, test item subject content pools will be established and categorized based on established analytical procedures. Each examination administered will equally draw from the appropriate test item pools to establish a consistent distribution and reliability across all examinations given in any one classification. Test items will randomly be presented when possible. Correct answer designations for each test item will also be randomly presented when possible.

V. Class Specification and Examination Review Meeting

- A. Upon completion of the research and analysis as described above, along with a draft of the new or revised specifications and/or examination instrument, a review meeting will be scheduled. In most instances, System Office staff, Designate Employer Representatives/ Human Resources, subject matter experts, and Union Representatives will be notified and asked to participate.
- B. Participants will be asked to review the draft class specifications.
- C. Participants will be asked to review the draft examination materials.
- D. If necessary, modifications will be made to draft documents with final specifications/examination instruments adopted. At this time, the effective date of implementation will usually be determined.
- E. Prior to the finalization of the class specification/examination process, a secondary review by each employer shall determine whether the proposals will affect employees who are members of bargaining units and shall officially inform appropriate union officials of the proposal. DERs shall certify to the University System Office that union officials have been informed of the proposal as a part of their written comments. Comments received as a result of the proposal shall be reviewed by the Executive Director or designee, who may approve, disapprove, or return the proposal to its originator for resolution of issues raised.

Note: Once the review meeting is conducted and all information collected, only basic editorial corrections to the class specification and/or examination will be considered.

VI. Examination Pre-Testing

Section 1 – Classification Specification and Examination Maintenance

- A. In most instances, the proposed new examination instrument will be pre-tested, using current incumbents in the classification. This will typically be done via the E-Test system.
- B. The pre-test results will be statistically analyzed to establish content and criterion validity.
 - 1. Items with undesirable measurement properties will be eliminated.
 - 2. It is expected that incumbents will score more highly on average than applicants (due to range restriction), so that the definition of undesirable item statistics (*from Section 1.3 I B 4*) will be different. It is not unreasonable for all incumbents to get an item right, so item means of .90 and above on pretests are acceptable. However, items with means below .50 do merit further consideration and will be more discretely analyzed.
- C. Additional information about individual test items will be collected from incumbents or subject matter experts. This information includes item appropriateness for the examination and subjective item difficulty information.
 - 1. Item appropriateness ratings can be used to calculate content validity ratios (CVRs; Lawshe, 1975). CVRs provide evidence that the examination validly assesses KSAs appropriate to the classification. $CVR = (n - N/2) / (N/2)$, where:
 - a. n = the number of respondents who regard the question as relevant to the target position
 - b. N = the total number of respondents
 - 2. Subjective item difficulty ratings will be used to evaluate the difficulty of items when samples are too small to estimate item means or b-parameters (i.e., samples less than 30).
- D. As new items become available, they will be “seeded” as defined in *Section IV, B(2)* above.
- E. The results of the pre-test will be stored on a secure server and shared with participating employers. All information collected will be securely stored and maintained.

VII. Validity

- A. Content validity is established through job analysis techniques and the pre-testing passing rate of incumbents, as described above. This process provides a statistical link between the test elements and the behaviors and/or work product components of the job.
- B. In most cases, criterion validity will be established by the passing rate for the probationary period for the classification.
- C. In some rare cases, criterion validity will be established by correlating test scores with objective or subjective indicators of job performance. This will be

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done only when sample sizes are large enough (e.g. $N > 60$) and when sufficient performance related information is available.

- D. In some cases (e.g., $N < 30$) samples are too small for any meaningful index of criterion-related validity to be established.

Exception: A proposal may be approved prior to circulation if the Executive Director identifies an immediate need for its use. All employers and members of the State Universities Civil Service Advisory Committee will subsequently be notified.

References

Gatewood, R. D., & Field, H. S. (2001). *Human Resource Selection* (5th Ed.). Mason, OH: South-Western Thomson Learning.

Lawshe, C. H. (1975). A quantitative approach to content validity. *Personnel Psychology*, 28, 563-575.

Traub, R. E. (1994). *Reliability for the social sciences: Theory and applications (Volume 3)*. Thousand Oaks, CA: Sage Publications, Inc.

Section 1 – Classification Specification and Examination Maintenance

1.4 IMPLEMENTATION AND POSTING OF CLASS SPECIFICATIONS AND EXAMINATIONS

a. Implementation

1. Employers will be notified of the any final action regarding the classification plan, both specification and examination changes, through a Final Status Notice (*See Example 1.2c*).
2. The System Office shall electronically distribute new, revised, or reinstated specifications prior to the effective date of implementation.
3. All examinations created or revised after October 2005 will be electronically administered via the E-Test system.

The Final Status Notice will indicate specifically how the following procedures shall apply in the implementation of the new or revised specifications/examinations:

Change-In-Title Policies

In most instances, affected positions should be identified and collectively moved simultaneously to the appropriate new, revised or reinstated classifications. Use of Change-In-Title Policies to facilitate this move will be provided as a part of the Final Status Notice. For additional details related to the use of Change-In-Title Policies, see Section 3 of the Classification Procedures Manual.

Voiding/Deleting Registers

The employment registers for the new, revised or reinstated class titles should be voided or deleted, as directed on the Final Status Notice, at the close of business, one (1) day prior to the effective date. All examination materials related to these class titles should be destroyed. The new, revised or reinstated classification specifications and examination materials for the new, revised or reinstated class title will be available for use before or on the effective date specified on the Final Status Notice.

Pay Rate/Ranges

If necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the changes outlined in the Final Status Notice. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these positions.

Seniority

Dependent upon on classification actions, seniority calculations should be reviewed.

b. Posting

Employer notification of a new, revised or reinstated class specification and examination, together with a copy of the class specification, shall be posted for ten calendar days prior to

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the filling of any positions in the new, revised or reinstated class title, at each place of employment where the class will be used.

Draft

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1.5 DELETION OF CLASS SPECIFICATIONS AND EXAMINATIONS

The University System Office will periodically review the use of the class management plan and related exam materials throughout the System, to determine which class titles are not currently in use and/or are not heavily utilized. Consequently, the University System Office may propose the deletion of unused classifications and related examination materials upon such review. DERs, members of the State Universities Civil Service Advisory Committee, and other designated advisory groups will be notified of any proposed deletion in accordance with notification protocols established in *Section 1.2* of this procedure. Accordingly, unless a request for retention of class titles and related exam materials is received, the proposal will be implemented and the named classification(s) deleted.

REQUEST TO REVISE CLASSIFICATION SPECIFICATION/EXAMINATION

I. Authority Submitting Request:

(Name of authority submitting request – DER, Advisory Committee, employee group representative, etc.)

(Institution or Representative Group)

(Date)

II. Action Requested (Check one or more of the following):

- ☐ Delete classification
- ☐ Add new classification or classification series
- ☐ Revise classification examination
- ☐ Revise classification specification
- ☐ Revise promotional line
- ☐ Other (specify)

If applicable, list the classifications to be affected by proposed revision:

III. Explanation of Need for Proposed Action

IV. Supplemental Information

A. Positions potentially affected by requested action:

Number of Positions

Classification

_____	_____
_____	_____
_____	_____

B. Human Resource Department staff contacted:

1. _____
(individual)

(position)

(institution or agency)

2. _____
(individual)

(position)

(institution or agency)

B-C. Departmental officials contacted regarding the proposal:

1. _____
(individual)

(position)

(department)

2. _____
(individual)

(position)

(department)

3. _____
(individual)

(position)

(department)

4. _____
(individual)

(position)

(department)

~~C.~~ D. Union Representatives contacted regarding the proposal:

1. _____
(individual)

(position)

(bargaining unit)

2. _____
(individual)

(position)

(bargaining unit)

~~E.~~ D. Other State Universities Civil Service System employers contacted regarding the proposal:

1. _____
(individual)

(position)

(employer)

2. _____
(individual)

(position)

(employer)

~~F.~~ E. Outside institutions or agencies contacted regarding the proposal:

1. _____
(individual)

(position)

(institution or agency)

2. _____
(individual)

(position)

(institution or agency)

~~G.~~ F. Additional Information and Supporting Documentation

(Please provide detailed information regarding the proposed action, which may include specific information on any component of the classification specification or examination such as title, work description/function/duties, minimum acceptable qualifications, credential requirements, probationary period, or any specific test component)

Insert letterhead

**INSTRUCTIONS FOR COMPLETION OF FORM 1.2a -
REQUEST TO REVISE CLASSIFICATION SPECIFICATIONS/EXAMINATIONS**

The following instructions are intended to assist in the preparation and submission of requests to revise classification specifications and/or examinations.

General Instructions:

1. Complete all parts of the form. If some aspects are not applicable to your request, write “N/A” in that section.
2. Answer all pertinent questions and give special attention to providing a full explanation of the request and the specific details of the action to be taken.

Specific Instructions:

Section I - Authority Submitting Request

The signature of the DER, member(s) of the State Universities Civil Service Advisory Committee, other designated advisory groups or union representatives, shall be submitted with the proposal to the University System Office.

Section II - Actions Requested

Please check one or more of the appropriate actions to be taken, and list the classifications affected if applicable.

Section III - Explanation of Need for Proposed Action

Provide a comprehensive explanation and justification for proposed action, such as when new technology is available that greatly impacts the performance of duties for a classification or when a new certification has been issued for applicants to qualify for a classification.

Section IV- Supplemental Information

A. Please provide information on the number of positions potentially affected by this change and the current classification designation of those positions.

B. List human resource department staff who were consulted in preparation of this request.

~~B-C.~~ List departmental and union representatives who were consulted in preparation of this request.

~~C-D.~~ List union representatives who were consulted in preparation of this request.

~~D-E.~~ List other institutions or agencies in the State Universities Civil Service System who were contacted in preparation of this request.

~~E-F.~~ List outside institutions, agencies, or persons (such as Illinois Department of Professional Regulation, Illinois Department of Public Health, accrediting agencies, or industries) who were consulted in preparation of request.

~~F-G.~~ Most importantly, please detail every specific component of the action to be taken. Attach articles from occupational journals and other publications that may help to explain the request more fully.

DRAFT